

## DOCUMENT DETAILS

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Summary	The purpose of this document is to set out the Policy in relation to the Discretionary Bursary Funds for the academic year 2021/22

## DOCUMENT CONTROL

Version history			
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1.0	18/06/2021	Yearly review	Rachel Wadsworth

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EIA form completed	YES
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## 1. INTRODUCTION

1.1 Nottingham College receives funds from the Government for student financial support. These funds are there to help students overcome financial barriers that might prevent or make it difficult for them to study, and to make sure that everybody can learn. Any student on an eligible course can apply for student finance support and the College will assess an application based on the eligibility requirements set out in section 6.

## 2. PURPOSE OF THE FUNDS

2.1 The purpose of the 16-19 Discretionary Bursary Fund is to provide financial support towards some of the specific costs of coming to college, without which it might be difficult for students to take part in their 16-19 study programme and stay in college.

The Government expects the College to use the funds to support students who are struggling financially or where they have particularly high course costs and anticipates that the support is enough to enable them to stay on course.

2.2 The Discretionary Learner Support Fund (dLSF) is available to help students aged 19 or older who need support towards some of the specific costs of coming to college, without which it might make it difficult for them to take part in their course and stay in college.

Support from dLSF is available to adults studying in College who meet the eligibility criteria; however, all support is subject to funds being available and it is not therefore an entitlement.

2.3 The Advanced Learner Loan Bursary (ALLB) is there to support students, who meet eligibility criteria that have been taken out an Advanced Learner Loan (ALL) to pay for their course fees.

## 3. CONSIDERATIONS

3.1 Nottingham College will:

- Consider any other support students might be entitled to e.g. help through the Job Centre or help with childcare costs through Tax Credits, before support through the appropriate College Fund is considered;
- Develop clear criteria so students can see how Nottingham College will administer and distribute these funds;
- Assess each student's financial situation by asking them to provide evidence of a student's household income;
- Identify what specific support needs students might have that may prevent them from joining college, staying in college, or taking part fully in all types of learning activity before an award is made;
- Support students from the appropriate fund by way of for example, a bus pass, direct payment to a childcare provider or a regular payment for other expenses than living costs. This support should therefore not affect the level of benefits which students might be entitled to, although students should let Department for Work and Pensions (DWP) know about any payments they receive;

- Let students know the outcome of any application and assessment and confirm any support; and,
- Support students with Free College Meals if aged 16 to 18 (some 19+ students may qualify if very specific Government criteria are met) and where household income is made up of certain income based benefits; where household income is less than £16,190<sup>1</sup> and the household receives only Child Tax Credits (if a student only receives Working Tax Credit they will not be eligible); or where the household gets Universal Credit (applied after 1st April 2018) with a household income of less than £7,400 a year (after tax and not including any benefits the student receives). The value of the meal will be at least £2.41 as set by the Government.

#### 4. PRIORITY GROUPS

- 4.1 For students aged 16-19 and who are in care, a recent care leaver, in receipt of Income Support or Universal Credit in their own name, or if they are in receipt of Employment Support Allowance and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name, then they may be eligible to receive the Vulnerable Student Bursary. This support will be provided up to the value of £1,200 per year (for full time students or pro rata for part time students). This bursary is not to cover living costs but to support with items required for college or to support them to access and participate in learning fully. In most cases this award will not be in cash. It will be a payment in kind such as a travel pass or equipment / kit for their course.
- 4.2 The College will use its discretion in making awards to 16–19 students so that it can best support needs and circumstances. Support will be targeted at barriers to coming to college such as travel costs, meal support, books and equipment.
- 4.3 The College will use its discretion in making awards to an adult student so that it can best support their needs and circumstances. Support will be targeted at barriers to coming to college such as travel costs, meal support, books and equipment and childcare costs (students aged 20 or older).
- 4.4 The College can only support students from the Advanced Learner Loan Bursary if they have applied for and have used an Advanced Learner Loan (to meet tuition fee costs) approved by the Student Loan Company and meet the income threshold. This applies now to most adult students studying on level 3, 4, 5 or 6 FE courses.

#### 5. ELIGIBILITY

- 5.1 The residency eligibility criteria for the funds are aligned to the residency criteria addressed in the document Student Eligibility Guidance, part of the overall Education Funding Agency (EFA) 16–19 /Adult Education Budget Funding Guidance 2021-22. These documents can be downloaded from the websites which are updated periodically at:

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<sup>1</sup> <https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year#eligibility-for-free-meals>



<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year#eligibility-criteria-all-bursaries>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985579/AEB\\_2021\\_to\\_2022\\_funding\\_rules\\_v1\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985579/AEB_2021_to_2022_funding_rules_v1_FINAL.pdf)

5.2 Residency criteria are broadly determined by the following statements:

- You are a citizen of the United Kingdom and Islands, have Right of Abode (the right to live permanently in the United Kingdom without any immigration restrictions).
- You are an EEA (European Economic Area) national in the UK (United Kingdom) and have obtained either a pre-settled or settled status under the EU (European Union) settlement scheme and have lived continuously in the European Economic Area (EEA) including those with bilateral agreements such as Switzerland.
- You are a non-UK national, who has permission granted by the UK government to live in the UK and this permission is not for educational purposes only or you have obtained pre-settled or settled status under the EU settlement scheme and you have lived in the UK for the previous three years on the first day of learning.
- You, or a relevant family member, have obtained pre-settled or settled status under the EU settlement scheme and have been ordinarily resident in the UK or the EEA for at least the previous three years on the first day of learning.
- A non-EEA citizen is eligible for funding if they have permission granted by the UK government to live in the UK, which is not for educational purposes, and have been ordinarily resident in the UK for at least the previous three years before the start of learning.

5.3 Further information on eligibility can be obtained from the UK Council for International Student Affairs.

5.4 Accompanied asylum seekers aged 16-19 are eligible to apply for support from the 16–18 Bursary Fund and receive payments in kind, not including cash awards. Unaccompanied asylum seeker children are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups (in care).

5.5 Asylum seekers aged 19+ years are eligible to apply for dLSF:

- If they have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made;
- They are in the care of the local authority and are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or section 21 of the National Assistance Act 1948;
- They have been refused asylum and have appealed against a decision made by the UK Government against granting refugee status and no decision has been made within six months of lodging the appeal; or,
- They have been granted support for themselves under section 4 of the Immigration and Asylum Act 1999.

5.6 The College can only support adult asylum seekers with a travel pass or by paying for books or equipment on their behalf. Under no circumstances is the College allowed to give these students any cash payments as directed by the Government.

- 5.7 Support can only be considered for any student, regardless of their priority group, if they are enrolled onto an appropriately funded course.
- 5.8 The College will consider any other sources of funding that students might be in receipt of when assessing support needs (e.g. the mobility component of Disability Living Allowance, Personal Independence Payment or childcare support from Tax Credits).
- 5.9 Students must be aged 20 or over to receive support from dLSF funding for childcare.
- 5.10 Students will only be supported by the Advanced Learner Loan Bursary if they have an Advanced Learner Loan approved by the Student Loan Company (studying a level 3, 4, 5 and 6 programme).
- 5.11 Students aged 19 or over on 31<sup>st</sup> August 2021 may be eligible to apply for continual support from the discretionary bursary fund if:
- They are continuing a programme of study they began when they were aged 16 to 18; or,
  - They have an Education Health and Care Plan (EHCP) in place.
- 5.12 The College is unable to support 19+ students who live within a devolved authority of the UK. A list of the devolved areas can be issued upon request:  
<https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>

## 6. ASSESSMENT CRITERIA

- 6.1 Support is based on an income assessment and a student's household income should be less than £30,000 (net after tax) for the tax year up to 5<sup>th</sup> April 2021.
- 6.2 Students will be required to provide parent / carer / partner / own income evidence in the form of one of the following:
- Tax Credit Award Notice for the current year (2021-22) showing the income for 2020-21.
  - Benefit evidence (dated no more than six months prior to the application date if applying in July or August or three months if applying in September onwards).
  - Pay slips (two months or eight weeks consecutive).
  - An official letter from an employer stating NET salary on company letter headed paper.
  - Other relevant income evidence.
  - If circumstances change mid-year, an application can be reassessed on production of up-to-date income evidence.
- 6.3 Students applying for childcare support will need to show evidence proving guardianship such as a Child Benefit letter showing the student's and the child(ren)'s name and address, or the Tax Credit Award Notice.
- 6.4 Students aged 16–19 who fall into one of the Vulnerable Student Bursary groups will need to show appropriate evidence such as:
- A letter setting out the benefit to which the student is entitled e.g. Income Support, Universal Credit, Employment and Support Allowance and Disability Living Allowance or

Personal Independence Payment. For students in receipt of Universal Credit, students must also provide a document such as a tenancy agreement in the student's name, a Child Benefit receipt, children's birth certificates or utility bills.

- Written confirmation of a student's current or previous looked after status from the Local Authority which looks after them or provides their leaving care services.

6.5 If a student is identified as 'vulnerable' they will be supported from the Vulnerable Student Bursary (VSB) (pro rata for part time students). Travel costs will be supported from the VSB award, usually by way of an appropriate travel pass, in addition to essential course costs / meals as appropriate. Wherever possible, cash awards will not be made, but payment in kind will be offered such as a travel pass or equipment / kit for the course.

6.6 If the student is not entitled to Free College Meals as they are in care / leaving care, they can choose to have meal voucher costs taken away from their bursary award.

6.7 Any trip costs planned by the curriculum that will add value to the college experience will be deducted from any remaining payments should they attend the trip.

6.8 Students aged 19 (age as of the 31<sup>st</sup> of August 2021) or over and living with parents / carers, may be assessed independently if they are working and receiving a wage. This wage must be a minimum of £5,000 NET (£96 per week) income per annum. If they do not earn this amount, they will be assessed on their parents' / carer's income. If students are living with parents and are in receipt of benefits such as Job Seekers Allowance (JSA), the College will still consider them to be independent.

6.9 For students aged 19 and over, studying on a level 3, 4, 5 or 6 FE programme, the College will check that an Advanced Learner Loan to cover course fees has been approved and used before any assessment for financial support is carried out, in addition to the normal income and residency evidence required.

6.10 Nottingham College will not include Disability Living Allowance / PIP when assessing income of disabled students (the mobility component however, will be considered where an application for travel support is requested).

6.11 If students are applying as financially independent but have dependants, an additional £1,000 per dependant can be added to the income threshold. If they are dependent upon parents / carers, £1,000 extra per additional dependant can be added to the income threshold. At the College discretion this will be capped at a maximum of £3,000 however, if the student is assessed as independent but living with parents / carers there will be no allowance made for additional siblings living in the parental home.

6.12 Students may be eligible for funding from an external source e.g. funding through the Job Centre; the College expects students to access the external fund before any dLSF support will be considered. Funding which is provided by an external source e.g. DWP, mobility component of DLA, will be taken into consideration when making any financial award for travel.

- 6.13 If the student receives the Higher Mobility component of Disability Living Allowance or Personal Independence Payment (of at least £62.55) no extra travel support will be awarded. This benefit is to support daily travel costs however, where a student has a restricted concessionary travel pass, the College may offer additional support to cover this shortfall.
- 6.14 All awards will be made on the basis that students should be aiming to achieve an acceptable level of attendance each term, which will ensure success on the programme of study and that they comply with the Student Code of Conduct. Payments and support will be stopped if students are excluded from College. If students do not achieve an acceptable level of attendance, they will require an intervention with their Achievement Coach or the Student Services Team. At this meeting, intervention strategies for improving attendance will be discussed. Short term goals will be set to improve attendance levels. Students will receive support from their Achievement Coach, Student Services and tutors to meet these goals. Further spot checks of attendance may be carried out by the Student Services Team.
- 6.15 All awards are made subject to the availability of funds allocated at the start of the academic year by the funding agencies / Government. Awards will be made on a first come first served basis and there is no guarantee that late applications will be funded. Students should aim to submit their application with full supporting evidence as close to their enrolment date as possible; applications will be assessed in date received order. There are therefore no guarantees that awards will continue to be made due to budget restrictions. Prior to commencing a course at Nottingham College, consideration should be given to whether students can continue to study if the funding is limited / capped.
- 6.16 Should the funding guidance change mid-year, this Policy may need to be amended to reflect these changes. This may affect the support that provided.
- 6.17 Appeals will be assessed by a panel, to include Student Services Business Managers and Team Leaders. The Head of Student Services may also sit on the panel. The Student Finance service will aim to complete 90% of appeals within 10 working days of receipt, when received by the department with all evidence. Appeals will be automatically rejected if students do not provide adequate evidence to support the appeal. The appeal panel's decision is final and no further appeal will be accepted without additional evidence. Previous successful appeals do not guarantee continued support in subsequent years.
- 6.18 Any students living less than 1.5 miles away and appealing for travel support on ill health must have proof that they have approached the benefit agency in the first instance and are claiming any relevant Disability Benefits through them. Travel appeals will then only be approved where the student has the Lower Mobility component (£23.70)
- 6.19 Letters from GP surgeries without any supporting evidence from consultants or confirmation of hospital treatment will not be accepted.
- 6.20 Any short-term mobility impairments will be looked at on an individual basis with the appropriate supporting documentation.

6.21 The College reserves the right to request the return of any equipment or travel pass provided by the College should the student withdraw before the end of their programme or if it remains the property of the College such as a laptop. If a student does not return the item to College within a reasonable period, then they may be invoiced for the associated costs. If a student has been allocated a loan laptop, they will be required to return it when they complete or withdraw from the course. If the laptop is not returned it may affect their ability to receive support in future years. The student's details may also be passed onto a debt collector to retrieve the costs of replacing the laptop.

## 7. COURSE FEES FOR 19+ STUDENTS

7.1 If a 19+ student enrolls on a co-funded course and is eligible for dLSF, with a household income of less than £30,000 (net after tax), they will be entitled to full fee waiver on production of the required household income evidence and completed application. Support will be considered on a first come first served basis subject to budget restrictions, potential increased employability chances and barriers to progression.

7.2 To be eligible for this fee support, all other fee waiver options must be considered initially. These include, but are not restricted to, remittance on a means tested benefit (Income Support, Universal Credit, JSA), Low Income Learner (LIL -Gross income of less than £17,374.50) and full level 1 or 2 remission.

7.3 The 19+ Advanced Loan Bursary cannot be used to fund tuition fees. There is therefore no support available from the College for level 3 or above course fees.

7.4 dLS funding can be used to support exam and registrations fees and accreditation fees / professional membership fees and any fees / charges payable to external bodies for any student who is in financial hardship, and in receipt of means tested benefit or low income.

## 8. COLLEGE RELATED CHILDCARE PROVISION

8.1 For students aged 20 (age on 31<sup>st</sup> August 2021) or older and who require childcare support whilst attending College, they will be expected to use fully all other forms of support available to them first before seeking support from the dLS Fund from College. They must provide proof of guardianship when requesting childcare. This can be in the form of a current Child Benefit letter, all pages of means tested benefit or Tax Credits Award Notice with the child's name included.

8.2 Full time second year, continuing students will receive funding as a priority.

8.3 The College will consider applications in date received order and by place availability within the chosen setting. This will continue until funds have been exhausted.

8.4 Students should not place their child in any setting until confirmation has been received from the Student Finance Team that funding has been approved. Students should make provision for the care of their child(ren) during the first few weeks or have the means to pay for the care in a setting during this time. If students are eligible for support, then reimbursement or payment to

settings of any fees will take place once the application has been fully assessed. These costs will go back to the date of enrolment or submission of finance form (whichever is earliest). Any reimbursements or payments will be made in line with the Bursary Policy and availability of funds.

- 8.5 dLSF funding will only support childcare for timetabled hours plus reasonable travel time to and from College. The support will be 100% up to the capped levels. Any costs over the caps will be liable by the student.
- 8.6 Children aged two, three (the term following their 3<sup>rd</sup> birthday) and four are entitled to up to 30 hours free childcare a week. Wherever possible we would expect students to use these hours while studying at college. Consideration will be taken as to how individual nursery settings distribute their Nursery Education funding.
- 8.7 The funds will contribute towards meals, snacks, drink, and any other charges that fall below the agreed childcare cap levels. Students would be liable for any charges over the agreed cap amounts. Any changes to sessions required must be notified in advance and in writing to the Student Finance Team.
- 8.8 The College will encourage students to use the College nursery in the first instance where appropriate. Where students are using the College nursery, are fully enrolled on a course and are eligible for dLSF support, they will be informed by the College nursery if they have an internal nursery place.
- 8.9 Nottingham College nursery service does not provide breakfast or after school club provision; in these cases students should investigate a suitable place and provide the Student Finance Team with details.
- 8.10 Nottingham College places a limit on the amount of support for childcare costs. There will be a cap of £55 per day, £35 per half day, £10 for breakfast club sessions, £12 for after school clubs' sessions and £7 per hour for childminders.
- 8.11 Students must provide details (school holiday calendar or letter or text from school) of any inset days or school holidays where childcare support will be required which fall outside of the College terms, at least at the beginning of each term but ideally at the start of the academic year, so that funds can be allocated. If students do not provide this the College cannot guarantee that funds will be available, due to limited budgets available in 2021-22.
- 8.12 Subject to availability of dLS funds, a study leave childcare support scheme may be available from April onwards. This may entitle every student to receive funded childcare to be used for extra study / revision activities which are not formally timetabled. These need to be arranged in agreement with the Nottingham College childcare setting / external childcare provider and through the Student Finance Team. Evidence of exams or a supporting tutor statement will be required.

## 9. COLLEGE RELATED TRANSPORT COSTS

- 9.1 Travel costs will only be considered if the student lives over 1.5 miles from the College campus at which they study. There may be some exceptions where support can be considered even though the student lives closer than 1.5 miles e.g. the student has a medical condition that makes walking difficult (evidence would be required as per appeal requirements) or the student is a carer and needs to be able to get home quickly (referrals should be made via Achievement Coaches).
- 9.2 Students who have a Concessionary Travel Pass (covering all hours) will not normally be eligible for transport costs. Consideration may be given for example, where the student cannot use their Concessionary Pass before 9.30am, which would prevent them from attending a morning class.
- 9.3 The most cost-effective transport should be accessed by the student and in many cases the support provided will take the form of a pre purchased travel pass from one of the transport operators in the East Midlands area. Once a pass is issued it will not be changed unless there is a change of circumstance such as moving address and the pass is no longer valid.
- 9.4 Students who choose to study at Nottingham College and travel from out of the local area may have their travel awards capped to reflect the local travel costs. Special consideration may be given to students studying courses that are unique to Nottingham College and not offered closer to the student's home address. Where a student's travel costs are higher than the local travel pass providers due to distance, the College will require to see evidence for e.g. current tenancy agreement or utility bill. The College is unable to support any student who lives within a devolved area. A list of the devolved areas can be provided upon request.
- 9.5 Payments for travel outside of travel pass routes will be made on a regular basis via Bank Automated Credit System (BACS) directly into the student's bank account. This payment may clear at varying dates which is out of the College's control. The student must therefore be able to cover their travel costs until payment clears. Nottingham College reserves the right to award travel support in other forms, for example pre-paid travel tickets.
- 9.6 Students wishing to travel by car will be paid 45p per mile and 24p per mile for students using a moped. This award would not normally exceed the amount which would be awarded equivalent to the travel pass; individual exceptions will be considered.
- 9.7 The car parks at Nottingham College incur a charge if used. These charges will not be covered by the fund. If any parking tickets are issued due to the student not displaying the appropriate permit and paying the relevant fee these will not be covered through the fund. The car parks that students can use at Nottingham College for a charge are Highfields, Basford Hall and London Road.
- 9.8 Nottingham College may consider funding travel costs under exceptional / emergency circumstances. Household income evidence should be sought but a discretionary award can be made in an emergency where this is not possible, for example homelessness. A referral through a tutor or Achievement Coach is also required. Emergency referrals should be made to the Student Services Business Manager / Team Leader but anyone from the Student Finance area

can make a short-term award in an emergency in the absence of the above; this may be in the form of daily travel tickets, subject to availability and arrangements with local transport providers, or food vouchers. The team have no access to petty cash.

9.9 A limited number of bicycles will be available for students interested in cycling to College as an alternative method of transport. These will be available to students eligible for support on a long-term loan basis. We may not be able to offer a bike if there is a shortage of stocks with our chosen supplier. Continuing students would not be issued with a new bike each year, but the College will pay for a maintenance service.

## 10. COLLEGE RELATED EQUIPMENT

10.1 These costs are supplied by each curriculum area via the Head of Faculty / Faculty Area Manager and will be approved by the Student Services Business Manager / Team Leader prior to the start of the academic year for fair and consistent awards to be made.

10.2 Students who are required to purchase additional equipment to support their learning, should be notified at the application stage of the recruitment process. The College may charge for this additional equipment, which can be kept by the student; in some cases, the payment will be made to an external recommended supplier which has been sourced for best quality and price. The student may also have the option of borrowing the clothing or equipment free of charge if it is required to comply with health and safety regulations.

10.3 Students may be required to pay for other non-learning associated costs (e.g. library fees, printing costs). These costs are not eligible for support in the first instance. An appeal may be submitted to apply for help with these costs however, any funding would be subject to the availability of funds and the priorities for funding being fully met by the budget at the time of application.

## 11. TRIPS

11.1 The cost of any trips is supplied to the Student Finance Team by the curriculum area prior to the start of the academic year and will be approved by the Student Services Business Manager / Team Leader for fair and consistent awards to be made.

11.2 Tutors must demonstrate that the trip relates to the course and has passed the required risk assessments. All trip support is subject to funds being available.

11.3 For any trip to be funded the tutor / Course Leader must supply information which details the students who may be eligible for funding and what funding is required. This must be sent to the Student Services Business Manager / Team Leader for consideration in advance of the trip. at least four weeks prior to the trip date, to enable the request to be given consideration. All trips are subject to fund availability

11.4 Where a student is progressing onto university, the College may contribute towards the costs of travel to a maximum of £200. The proof required will be interview invitation letters and valid

travel documents. Support will only be provided for the student and not additional family members who may wish to attend the interview.

## 12. FREE COLLEGE MEALS & FOOD VOUCHERS

12.1 For students aged 16-19 where the household income is from certain income-based benefits or is less than £16,190, and their family is in receipt of Child Tax Credits only or the student is receiving Universal Credit (applied after 1<sup>st</sup> April 2018) and has a household income of less than £7,400 a year (after tax and not including any benefits received), they will be awarded a free meal for every timetabled day for the duration of their programme of study. This also includes any days which they are on work placement as part of the programme of study. Students will receive a minimum of £2.41 per day. This will be redeemed through the College ID card at the café till. If the College is operating a blended learning timetable, then additional supermarket vouchers may be offered to cover lunches for days timetabled at home.

12.2 The College will consider a lower level of support for students who are not automatically entitled to Free School Meals. This may be issued via the College ID card system at the café till and a set termly amount will be awarded. Where possible all students will be encouraged to use this on a regular basis rather than large amounts on fewer occasions.

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year>

## 13. INDUSTRY PLACEMENTS FOR 16–19 YEAR OLDS

13.1 For students who are expected to attend an industry placement as part of their programme of study, the College will assess their eligibility in line with this Policy and ensure that travel support is provided. If a student does not fall into the policy criteria, the Student Services panel will discuss the case to see if an alternative or contribution can be offered. The Student Finance Team will work alongside the Work Placement Team to identify students who require this additional support.

## 14. EXCEPTIONAL HARDSHIP CIRCUMSTANCES

14.1 Should a student find themselves in severe exceptional financial hardship, support may be requested via a hardship application or an appeal letter / email. This application must be supported by the student's Achievement Coach or tutor.

14.2 If a student needs emergency hardship funding this need will be assessed by a Student Services Business Manager / Team Leader, working in collaboration with the student's Achievement Coach and tutor where appropriate, to ensure that the student can continue on programme, until any longer-term welfare issues are addressed. Travel tickets and meals in the College café may be provided until longer term solutions are found. The College will work with external agencies to ensure that students receive all the support available to them.

**This policy is correct at time of production and publishing.**

## 15. APPENDIX 1

### EQUALITY IMPACT ASSESSMENT INITIAL SCREENING TOOL

<b>Document Name:</b>	Nottingham College Bursary Policy	<b>Date:</b>	04/10/21
<b>Lead Officer:</b>	Rachel Wadsworth	<b>Reviewing Officers:</b>	Helen Bird & Shannel Miranda

<input type="checkbox"/> Function	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Strategy
Describe the main aim, objectives and intended outcomes of the above: This Policy describes the intention to disburse fairly and within Government guidelines all Government funds provided to support students to overcome financial barriers that might prevent or make it difficult for them to attend college, participate in learning and other activities which contribute to the success of a student.			

You must assess **each** of the 9 areas separately and consider how your policy may affect each group.

1. Assessment of possible adverse impact against any minority group				
How could the policy have a <b>significant</b> negative impact on equality in relation to each area?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Age		No	
2.	Sex		No	
3.	Disability		No	
4.	Race or Ethnicity		No	
5.	Religion or Belief		No	
6.	Sexual Orientation		No	
7.	Pregnancy and maternity		No	
8.	Gender reassignment		No	
9.	Marriage and Civil Partnership		No	

You need to ask yourself:

- Will the policy create any problems or barriers to any community of group?
- Will any group be excluded because of the policy?
- Will the policy have a negative impact on community relations?

**If the answer is yes to any of the above, then a full Equality Impact Assessment will be required.**

2. Positive impact				
How could the policy have a <b>significant positive</b> impact on equality by reducing inequalities that already exist?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Promote equal opportunities	Yes		Allowing students from more disadvantaged backgrounds be able to participate with the required equipment and opportunity to attend external excursions.
2.	Get rid of discrimination		No	
3.	Get rid of harassment		No	
4.	Promote good community relations	Yes		Using approx. 100 local childcare providers, supporting local economy
5.	Promote positive attitudes towards disabled people		No	
6.	Encourage participation by disabled people	Yes		Supporting with enhanced support with travel/equipment costs for students with physical and learning disabilities.
7.	Consider more favourable treatment of disabled people	Yes		Supporting with enhanced support with travel/equipment costs for students with physical and learning disabilities.
8.	Promote and protect human rights	Yes		Providing support to Asylum Seekers to participate and integrate into college life

3. Summary													
Positive		<i>Please rate the level of impact</i>				Negative							
HIGH	<input type="checkbox"/>	MEDIUM	<input checked="" type="checkbox"/>	LOW	<input type="checkbox"/>	NIL	<input type="checkbox"/>	LOW	<input type="checkbox"/>	MEDIUM	<input type="checkbox"/>	HIGH	<input type="checkbox"/>
Date assessment completed: Yes			Is a full Equality Impact Assessment required?				<input type="checkbox"/> Yes			<input checked="" type="checkbox"/> No			